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Department of Finance
Division of Risk Management

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Risk Manager

MEMORANDUM

To: Department-Agency Head/Training Directors

From: Ben M. Spillers
Risk Manager

Date: January 20, 2010

Re: State EAP Training Opportunities -- FY-10

The Division of Risk Management State EAP Program (SEAP) will again provide regional EAP training opportunities and offer each agency an opportunity to receive a minimum of one training session in addition to our quarterly statewide workshops scheduled for FY-10. The number of available workshops that each agency may request will be based on the size of the agency as shown on chart below. Each agency should also select their desired training topic(s) from the enclosed list of training topics.

Every agency's training request should be submitted by a designated representative from the agency's central front office. Training sessions are one (1) hour in length and will be scheduled based upon the availability of our presenters; requests will be honored on a first come, first serve basis according to the date and time of your e-mail request. We highly encourage you to submit your requests as soon as possible, as all training must be scheduled prior to August 31, 2010.

The workshop topics for our FY-10 quarterly statewide training sessions and tentative dates and locations are shown on our enclosure. However, we will send out a separate confirmation letter to each agency prior to each statewide session with the specific date, time, location, and number of available slots for each training session.

Please submit all requests for training to the SEAP Director, Mr. Samuel Boswell via e-mail at Sam.Boswell@finance.alabama.gov. If you have any questions about the content of the workshops or other related issues, you can reach Mr. Boswell at (334) 223-6153.

Number of training sessions available to agencies based on number of employees:

Agency Size	Training Sessions:
1-99	1
100-499	2
500-999	3
1000+	4

FY-10 State-wide training topics, dates, and locations:

Topic: Communication: The Key to Most Problems

Location and Dates: (Tentative)

Huntsville	February 18
Montgomery	February 19
Mobile	February 23
Birmingham	February 25

Topic: The Art of Successful Juggling: Stress Management in Everyday Life

Location and Dates: (Tentative)

Tuscaloosa	April 13
Birmingham	April 20
Huntsville	April 21
Mobile	April 22
Montgomery	April 28
Dothan	April 29

Topic: Team Building

Location and Dates: (Tentative)

Birmingham	June 15
Huntsville	June 17
Montgomery	June 22
Mobile	June 24

Topic: Motivating Your Employees: More Than a Paycheck

Location and Dates (Tentative)

Tuscaloosa	August 10
Birmingham	August 12
Montgomery	August 17
Huntsville	August 19
Mobile	August 24
Dothan	August 26

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Work-Life Topics

- Personal Relationship Skills
  - Relating to Difficult People
  - Communication: The Key to Most Problems
  - Conflict Management and Problem Resolution
- Stress Management
  - The Art of Successful Juggling: Stress Management in Everyday Life
  - Balancing Act: Family and Career
  - Using Humor to Deal with Stress
  - Compassion Fatigue
  - Jangled Nerves and Jingle Bells: Reducing Holiday Stress and Depression
  - The Stressed Personality: Internal Causes of Stress
  - Stress Management Tips for Relationships
  - Stress Management for Real Life
  - **Stress Management Techniques**
- Personal Management Skills
  - Professionalism in the Workplace
  - Assertiveness Training: Learn to Express Yourself Effectively
  - Avoiding Burnout: Put Out the Flames Now
  - Coping with Organizational Change
  - Grief in the Workplace
  - Multiple Generations in the Workplace
- Behavior Modification: Old Habits Can Be Broken
- Improving Concentration
- Overcoming Procrastination
- Perfectionism: When Being Good Isn't Enough
- Self-Confidence: Learning to Trust Yourself
- Time Management: Make the Clock Work For You
- Work Addiction: When Work Habits Become Harmful

Caregiver/Eldercare Topics

- Caring For an Aging Loved One
  - Conflictual Caregiver Emotions
  - Developing a Support System
  - Identifying Community Agencies and Resources
  - Identifying Quality Care
  - Identifying Signs of Abuse
  - Enhancing Communication with Older Adults
  - Recognizing Signs of Geriatric Pharmacological Side Effects
  - Recognizing Geriatric Depression
  - Senior Diet and Exercise
  - Setting Healthy Boundaries with Elderly Family Members
  - Talking with Doctors and Healthcare Workers
  - Working with Medicare and Social Security
  - Compassion Fatigue

Family-Related Topics

- Codependency: Living with an Addictive Personality
- Family Violence: Breaking the Cycle
- Creating a Cooperative Family
  - Communicating with Your Partner
  - How to Relate to Aging Parents
  - Improving Family Relations
  - **Setting Boundaries for Healthy Families**
- Family Financial Management
  - Developing a Household Budget
  - Deleting Debt
- Step Families: Making It Work
- Stress Success
  - Stress Success for Busy Families
  - Stress Success for Children and Teens
- Successful Single Parenting
- The 'Sandwich Generation': Caring for Two Generations
- Parenting a Teenager
  - Adolescent Substance Abuse: New Drugs of Abuse
  - Communicating Effectively with Teens
- Parenting Children
  - Boomerang Kids: When Adult Children Come Home
- Children of Divorce: How to Help Your Child Cope

Emotional Wellness

- Addiction
  - Compulsive Gambling
  - Behavior Modification: Old Habits Can Be Broken
  - Codependency: Living with an Addictive Personality
  - Recognizing Internet Addiction
  - Substance Abuse: Signs and Symptoms
  - Using a Twelve-Step Program to Improve Your Life
- Anger Management
- Anxiety: What is normal
  - Identifying and Understanding Phobias
  - Obsessive-Compulsive Disorder
  - Understanding Panic Disorders
  - Post Traumatic Stress Disorder
- Understanding Attention Deficit Disorder (ADD/ADHD)
- Identifying and Coping with Depression
  - Living with Someone Who is Depressed
  - Understanding Post Partum Depression
  - Recognizing Warning Signs of Suicide
  - **Understanding Bipolar Disorder**
- **Death & Dying**
- **Emotional Intelligence**
- **Understanding Eating Disorders**

Health and Wellness Topics

- General Health and Wellness
  - Alzheimer's Disease: Managing From Day to Day
  - Coping with Cancer
  - Coping with Chronic Pain and Illness
  - Improving Your Immune System
  - Improving Sleep
  - Relaxation and Meditation Techniques
  - Stages of Readiness for Change in Health Behaviors
  - "Self Hypnosis": Changing Unhealthy Habits
- Heart Healthy Living
  - Heredity and Wellness
  - Humor and Health
  - Healthy Eating for Life
  - Spiritual Aspects of Healing
- Weight Management
  - Breaking the Habit of Compulsive Eating
  - Psychological Aspects of Weight Loss
  - Motivation Factors
  - **Diets Don't Work: What Does?**
- Fitness
  - Developing an Individual Fitness Program
- QUIT for LIFE (Smoking Cessation)
  - Preparing to Quit
  - Early recovery
  - Maintenance
- NUTRITION for LIFE
- Sleep Disorders
  - Sleep and the Shift Worker
  - The Routine of Sleep

Management Development Series

- Basic Skills for Supervisors
  - Team Building
  - Recognizing a "Troubled Employee"
  - Supervisory Training: Beginner Skills
  - Creating a Positive Work Environment
  - Decision Making and Goal Setting
  - **The Manager's Role in Employee Engagement**
- Intermediate Supervisory Skills
  - Conducting the Structured Interview to Hire the Best Candidate
  - Motivating Your Employees
  - Supervisory Referrals and the Employee Assistance Program
  - Responding to Changes in the Workplace
  - Helping Your Employees after a Critical Incident

- Advanced Leadership Skills
  - Effectively Managing Difficult Employees
  - Conflict Resolution: Keeping the Peace
  - Improving and Enhancing Morale
  - Leading Effectively
  - Workplace Diversity: Valuing Differences
  - Workplace Violence: Awareness and Prevention

Workshops may be customized for specific needs for topic, length, location, and style of presentation. Call Sam Boswell, State EAP Director, at 334-223-6153 for more information and scheduling.